

~~CONFIDENTIAL~~

PERFORMANCE

Productivity
Quality

Capability; Capacity; Skill;
Ingenuity; Industry; Dexterity;
Application; Enterprise

VALUE TO AGENCY

Supervisory or
Leadership Qualities

Accepts responsibilities; Commands
Respect; Resourceful; Good Judgment;
Decisive; Thinks Clearly; Respects
Authority; Considerate of Subordinates

Flexibility or
Versatility

Satisfactory service in diverse jobs;
Capable of satisfactory service in
diverse jobs; Official "holds"

Expertness

Possession of particularly valuable
skills or abilities; Difficulty of replace-
ment; Unique or outstanding contri-
bution to Agency; Performance at
higher or lower grade level

Growth Potential

Present readiness for greater re-
sponsibilities; visible potential for
training for greater responsibilities

Initiative

Gets things done; Has original ideas;
Does not require strong support;
Does not require close supervision

**PERSONAL
CHARACTERISTICS**

Personality

Character - sincere or superficial;
Relations with others; Consideration
for subordinates; Respect for
authority; Team man or loner; Poise

Effectiveness

Decisiveness; Judgment; Personal
Appearance; Persuasiveness;
Purposefulness; Stability - maturity

Motivation

Loyal; Personal Goal; Egocentricity